

2012 GEORGIA LEGISLATIVE INTERN PROGRAM REFERENCE FORM

APPLICANT: Fill out this section only. (If not completed, file will be treated as confidential.)

Under the provisions of the federal Family Educational Rights and Privacy Act of 1974, you may decide whether letters of reference written at your request are to be held confidential or whether they are to be available for your personal inspection. Check one of the following statements so the reference will be advised of your choice.

Confidential File I grant permission for this reference form and the accompanying letter or statement to be held confidential, and I waive my rights to inspect them under all applicable statutes.

Open File I retain the choice of having this reference form and accompanying letter or statement available to me.

Name of Applicant:

How long have you known the applicant?

In what capacity:

Has the applicant taken a course from you?

Please rate the applicant in comparison with others you have known in a similar capacity.

	Below Average	Average	Above Average	Truly Exceptional	Unable to Judge
Research Skills					
Intellectual and analytical skills					
Speaking ability					
Writing ability					
Maturity					
Acceptance of Responsibility					
Determination					
Self-motivation					
Ability to get along with others					

In addition to checking the above factors, it is essential to **include a statement** indicating the overall strengths and weaknesses of the applicant. (You may use the reverse side or attach a letter.)

Signature

Date

Name (please print)

Phone

Title

Address

Deadline: Envelope must be postmarked by October 15, 2011.
Note: Please mail the reference form directly to the campus coordinator.

APPLICATION REQUIREMENTS

Send the original and two copies of both the completed application form and a 200- to 500-word essay indicating how your studies and experiences have prepared you to participate in the internship program, what you expect to gain from the program, and specific knowledge and skills you will contribute. These should be postmarked no later than October 15, 2011. Mail to your campus coordinator at your school. *A copy of your resume is required with the submission of your application

Transcripts and reference forms must be mailed directly to the campus coordinator by the respective schools or references. at least three but no more than five references. Include at least two professors (not TAs or grad students) who have taught you. **

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